



OPEN EXAMINATION BULLETIN  
PUBLIC HEALTH NUTRITION  
CONSULTANT I  
CONTINUOUS TESTING

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is the objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

**WHO SHOULD APPLY:** Persons who meet the minimum qualifications (entrance requirements) as stated. This is an open examination. Applications will NOT be accepted on a promotional basis.

**HOW TO APPLY:** Applications are available and may be filed in person or by mail with:  
**DEPARTMENT OF HEALTH SERVICES** (916) 928-8641  
**WIC Supplemental Nutrition Branch** TDD (916) 657-3042  
**3901 Lennane Drive**  
**SACRAMENTO, CA 94234-7320**

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**  
To learn more about the job and testing arrangements, contact the testing office shown above.

**SPECIAL TESTING INFORMATION:** If you have a disability and need special arrangements, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

**FINAL FILING DATE:** There is no final filing date. Filing is considered continuous as dates can be set at any time. The testing office will accept applications continuously and will notify and test applicants as needs warrant.

**SALARY RANGES:** Range A \$2962-\$3690 per month  
Range B \$3321-\$4139 per month

**IDENTIFICATION REQUIREMENT:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**POSITION DESCRIPTION:** This is the training and first working level. Under close supervision, as a trainee, incumbents will be given training to develop and strengthen skills in interpretation, application, consultation, and program planning in public health nutrition, and to gain experience as a public health nutritionist at the State level. Incumbents will be required to perform the more routine assignments in order to apply the principles and methods of public health nutrition, and to develop the knowledge and skills necessary for the successful performance at the first working level.

At the first working level, incumbents work under supervision in an assigned geographic area or special subject matter area. Incumbents provide the less complex nutrition, administrative and program consultation, evaluation, and technical assistance to public and private institutions and agencies on the delivery of nutrition related services; plan, evaluate, and monitor the less complex nutrition services, programs, and studies; participate in the development and evaluation of nutrition and program policies, procedures, and standards; assist in developing, coordinating, and conducting training programs; assist in the more complex health programs, studies, or reports; and other related work. Positions are permanently allocated to this level when the major portion of tasks performed do not include the more responsible, varied, and complex work of the full journey level.

Positions exist with the Department of Health Services and the Department of Aging.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:** It is your responsibility to make sure you meet the education and/or experience requirements stated below. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **MUST** contain the following information: “to” and “from” dates (month/day/year), time base, civil service class title(s), (and range if applicable). College course information **MUST** include: title, semester or quarter units, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information will be rejected.**

**MINIMUM QUALIFICATIONS:** Possession of a Master’s Degree in Nutrition, Dietetics, Institutional Management, or Public Health Nutrition. Possession of a valid certificate of registration with the Commission of Dietetic Registration of the American Dietetic Association.

**NOTE:** Applications must show the date of the applicant’s notice of eligibility for registration from the Commission on Dietetic Registration, the registration number, title, and expiration date must be on their application. (Applicants who are eligible for registration will be admitted to the examination, but they must secure the required certificate before they will be considered for appointment.)

**DESIRABLE CHARACTERISTICS:** Willingness to travel in an assigned area or throughout the State, work irregular hours, and possession of a valid driver’s license.

**EXAMINATION INFORMATION:** This examination will consist of a supplemental application weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70 percent must be attained. No interviews will be conducted as part of the examination process.

**SCOPE:** In addition to evaluating the candidates relative abilities as demonstrated by quality and breadth of experience, emphasis will be placed on measuring competitively, relative to job demands, each competitor's:

**KNOWLEDGE OF:**

1. Principles, techniques and practices of normal and therapeutic nutrition as related to individual and public health; and recommended food requirements based on body needs for different age and occupational groups, expectant mothers, and others with special food requirements.
2. Nutrition education program development and implementation, which includes the design, monitoring and evaluation of all aspects of a public education effort.
3. Community health organizations, resources and current factors (such as social, cultural, environmental and economic) pertaining to public health and health care delivery systems.
4. Principles, techniques and practices of nutrition surveillance, nutrition investigations, dietary studies, and public health program planning.
5. Principles, techniques and practices of technical assistance and consultation to a variety of health professional disciplines including medical officers, administrators, nurses, health educators, dietitians and other health care providers.
6. Public health and institutional health care policy and procedure development, including federal, delivery and food assistance programs.
7. Current trends in public health nutrition, clinical nutrition and nutrition service delivery.
8. Principles of food safety, sanitation, institutional management and operation and design related to food service in group feeding programs or facilities such as nursing homes and hospitals.
9. Practices of public health administration and quality assurance methodology.

**ABILITY TO:**

1. Apply the principles, techniques and practices of nutrition to public health programs and health care services.
2. Provide expert technical direction, training and consultation to administrative, medical and related professional disciplines on current nutrition principles and application to public health programs and institutional health care services.
3. Develop, implement and evaluate nutrition education programs based on the specific needs of the targeted audience.
4. Evaluate menus and diets based on therapeutic and public health guidelines.
5. Work independently and communicate effectively, both verbally and in writing.
6. Develop and analyze proposed legislation, regulations and health program policies and procedures.
7. Develop and recommend alternative actions relating to a variety of nutrition issues, program activities, staffing and budget.
8. Investigate complaints, issues, situations and problems and make appropriate recommendations.
9. Monitor and evaluate dietary and nutrition services in a variety of health care community settings.
10. Establish and maintain productive working relationships with other health disciplines, agencies, organizations and the public.

**ELIGIBLE LIST INFORMATION:** Names of successful competitors are merged into the list in order of final scores regardless of date. Eligibility expires 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**VETERANS PREFERENCE:** Veterans preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points through the State Personnel Board. Due to changes in the law, which were effective January 1, 1996, **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.**

**GENERAL INFORMATION**

**Applications** are available at State Personnel Board office, through the Internet at <http://www.spb.ca.gov>, at local offices of the Employment Development Department, and the Department noted on this bulletin.

**If you meet the requirements** stated on this announcement, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department of Health Services** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.  
The California Relay (Telephone) Service for the Deaf or Hearing Impaired:  
MCI From TDD: 1-800-735-2929    MCI From VOICE TELEPHONE: 1-800-735-2922  
Sprint From TDD: 1-888-877-5378    Sprint From Voice Telephone: 1-888-877-5379